

**POINT UNIVERSITY
CAMPUS SECURITY
Emergency Response Plan**

Introduction

The Point University Emergency Response Plan establishes guidelines for campus-wide communication, service coordination and safety procedures in the event of emergencies such as fires, bomb threats, severe weather situations, long-term power outages, hazardous material incidents, or any situation that could threaten lives or safety within the University community. Also, it is a tool to be used in conjunction with the Point Crisis Communication Plan to keep the University community informed during such instances.

The plan defines the Emergency Response Team and includes formation of an incident command post to coordinate general emergency response and keep people updated and informed.

Designated evacuation assembly areas have been established for each building on campus should evacuation become necessary.

I. General Conditions of the Emergency Response Plan

An audit of campus resources will be maintained and regularly updated by the Campus Security Office and/or Facilities Office.

- 1) The Facilities Office maintains information for each building, to include floor plans, emergency exits, utility and sprinkler system connections, smoke detectors, fire extinguishers, maps, keys, flashlights and batteries, and other supplies necessary during emergency situations.
- 2) The Communications Office, in conjunction with the Student Life and Information Technology Offices, maintains the Point Campus Alert System and will provide emergency notification, via text message and email, regarding any situation on campus and the appropriate procedures in response to particular emergencies. The Communications Office also maintains the University's Crisis Communications Plan (Attachment A).
- 3) The Facilities and Business Offices will negotiate preferred customer agreements with local contractors and equipment providers to provide services to the University in the case of a natural disaster affecting the larger community.
- 4) The Campus Security Office will maintain a working relationship with local emergency response agencies and serve as Point's point of contact with those agencies during a crisis situation. These may include local police/fire, EMS, disaster relief, utility services, etc.
- 5) *All media inquiries* will be handled through the Communications Office.
- 6) The Student Life Office maintains records on all students, and will work with the Communications Office in notifying the appropriate emergency contacts related to any situation involving students. All notifications regarding a student's well-being will be handled through the Student Life and Communications Offices *only*.
- 7) The Business Office maintains records on all faculty and staff, and will work with the Communications Office in notifying the appropriate emergency contacts related to any situation involving employees. All notifications regarding an employee's well-being will be handled through the Business and Communications Offices *only*.
- 8) The Student Life Office and the Development Office will work in conjunction with local churches and relief organizations to arrange for lodging and meals, should a crisis arise requiring such action on campus.
- 9) Copies of the Emergency Response Plan will be kept in the Point University Campus Security Office and available on the Point website.
- 10) The Emergency Response Plan will be tested and evaluated on a regular basis. The Director of Campus Security, in conjunction with other directors, will coordinate this testing.

II. General Emergency Response

IN CASE OF AN EMERGENCY, dial 911 or notify Campus Security. To reach the on-call security officer, please choose the appropriate numbers below:

- Main Campus (West Point, Ga.): 404-232-5420.
- Point Living Community (Valley, Ala.): 706-457-2832
- East Point off-site location (East Point, Ga.): 678-410-1955

Calmly state . . .

- ✓ Your name.
- ✓ The building and room location of the emergency.
- ✓ The nature of the emergency: fire, chemical spill, poisoning, etc.
- ✓ Whether any injuries have occurred.
- ✓ Hazards present that may be a threat to responders (chemicals stored on shelves, armed person, etc.).
- ✓ A phone number and location at the scene where you can be reached.

While waiting for assistance, stay calm. The dispatcher or security officer will contact the necessary emergency services. The dispatcher or security officer may ask you to stay on the phone. Do not hang up until told to do so by the dispatcher or security officer.

IF REQUIRED BY A GIVEN SITUATION:

- 1) An information/command center will be established, so members of our campus community will know where to seek accurate information, report problems or volunteer assistance. This will normally be the conference room adjacent to the President's Office, since generators and equipment are available in these locations. The campus will be notified of the location and contact information for the command center.
- 2) Access to the incident area will be limited and managed by Campus Security.
- 3) The University president may declare the University closed temporarily when circumstances warrant such an action. In the absence of the President and inability to contact him or her, designated members of the University's leadership may act to close the University temporarily.
- 4) The Emergency Response Team (ERT) will coordinate campus response to a critical incident or emergency. This team includes:
 - University President
 - Director of Security
 - Director of Communications
 - Director of Facilities and Maintenance
 - Chief Operations Officer
 - VP for Spiritual Formation
 - VP for Enrollment Management
 - Chief Academic Officer
 - Chief Information Officer

Additional personnel will be included when their operational areas are affected.
- 5) The ERT will coordinate with local emergency response officials and other relief teams or incident response teams set up during a given crisis situation. The director of campus security will serve as the liaison between campus and emergency officials.

III. Identified Emergency Response

A. Bomb Threats

- 1) Bomb threats usually occur by telephone. Try to keep the caller on the line as long as possible.
- 2) Persons receiving a bomb threat will notify Point Campus Security (404-867-8938) immediately, and should try to keep the caller on the line as long as possible.
- 3) A checklist provided by Campus Security is to be used in case of a bomb threat. Offices likely to receive a bomb threat (e.g., Campus Security Office, campus reception desk, Student Life Office, and Academic Affairs Office) should have a copy of the checklist on file. (Attachment B)
- 4) In the case of written threats, correspondence and envelopes should be saved with as little handling as possible so as not to disturb fingerprints or trace evidence.
- 5) If you spot a suspicious object, package, etc., report it to Campus Security IMMEDIATELY (404-867-8938), but under no circumstances should you touch it, move it, or tamper with it in any way.
- 6) The director of campus security and director of student life, after consulting with emergency response officials, will decide if immediate evacuation is warranted.
 - If an evacuation is warranted, it will be initiated by activating the audible fire alarm and sending a campus text message alert to all faculty, staff and students.
 - Campus Security and local emergency agencies will assume control of the building, keeping individuals at least 1,000 feet away.
 - In case of an evacuation, it is highly advised that no one attempt to exit campus, either by vehicle or on foot. This will cause confusion and hamper the efforts of responding officials.
 - All evacuees are asked to report to their designated staging areas and to wait there for further instruction.
- 7) The following agencies will also be notified to support the Emergency Response Team that responds to all bomb threats:
 - West Point Police Department
 - Troup County Police or Sheriff's Department
 - West Point or Troup County Fire Department(s)
 - Any other agency representing local, state or federal law enforcement
- 8) The Emergency Response Team will assess the threat while working in conjunction with local emergency officials to appropriately handle the crisis situation.
- 9) Communications will be by *non-electronic* means in order to prevent detonation.
- 10) The building may be reentered only after the go-ahead has been given by the on-scene incident commander.

B. Fires

The following procedures are followed in response to all fires, regardless of location:

- 1) Persons discovering the fire should activate the fire alarm system, then notify 911 or Campus Security (404-867-8938).
- 2) If an alarm sounds, all occupants must leave the building and assemble at predetermined locations as posted at entrances and other strategic locations in the building.
- 3) The following departments are to be notified of all fires on campus, regardless of nature or size:
 - Campus Security Office (will also notify Communications Office)
 - Facilities Office
 - Student Life Office
- 4) Occupants may return only after permission is given by the fire department, Student Life Office or Campus Security.
 - The Facilities Office, Campus Security Office, and local fire department will assess any fire damage. If the building cannot be occupied, barricades will be placed around the building to restrict access until the building has been deemed safe.

Fire in a Residence Hall or Apartment:

In addition to the steps listed above, the following steps should be taken for a fire in a residence hall or apartment building:

- 1) In addition to the personnel listed in item 3 in the general fire response instructions, the Campus Life Ministers will also respond.
- 2) If temporary housing is necessary, on-campus options should be explored before off-campus housing is pursued. The Student Life Office will handle securing suitable housing, and transportation can be arranged if needed. Student Life will also maintain a directory of students temporarily displaced.
- 3) Faculty and staff will also be notified by Student Life that students have been displaced from their residence halls and may need academic relief.

Fire in the library:

- 1) In addition to the personnel listed in item 3 in the general fire response instructions, the library director or his or her designee will respond.
- 2) Library personnel will activate the fire alarm to signal the need for a full evacuation of the library. *The elevator must not be used in case of a fire or other emergency in the library.*
- 3) The library director maintains procedures for the protection and restoration of materials housed in the library. Copies of this plan may be obtained from the library director.

D. Critical Incident (e.g., involving a gun, assault or rape)

Critical incidents involving an individual should be reported by calling Campus Security or 911 immediately. In the event that you witness a situation which may involve criminal activity, do not attempt to apprehend or interfere with the criminal, except in the case of self-protection.

- 1) Notify Campus Security immediately, providing the most accurate information you can in regard to the situation and the perpetrator.
- 2) The first officer on the scene will evaluate the incident with the information available and notify the Director of Security for further action.
- 3) The appropriate emergency response agencies will be notified, if necessary.
- 4) Evacuation or containment decisions will be made after the director of security has been notified and, in turn, has notified the director of communications and the vice president for student development.
- 5) A command post will be set up.
- 6) Communication links will be implemented.
- 7) The Emergency Response Team will be summoned to the command post.
- 8) Campus Security will implement the appropriate response procedure as indicated by the initial report and the reporting officer's assessment of the situation upon arriving at the scene. Campus-wide announcements of any immediate action required will be made via emergency alert system, email and voice mail, as determined by the director of communications or the president. The City of West Point's emergency siren system may also be utilized to notify members of the community of potential threats.
- 9) In response to this type of situation, faculty and staff will be notified via text message issuing directives for adherence. Students will stay in either residence hall rooms or classrooms until notified otherwise by the proper authority. Faculty and staff not in classrooms will confine themselves to either offices or the first available safe haven. Maintenance and facilities personnel out in the field will be notified by two-way radio of the incident and given emergency response directives by either their supervisors or Campus Security. No faculty or staff member should respond to the scene unless issued a directive to do so by the ERT.
- 10) The Communications Office will prepare all media response, including the establishment of a media center, if necessary. All correspondence will be handled via the Communications Office, utilizing the Emergency Response Plan. Faculty and staff are advised to direct all requests for information to the Communications Office.
- 11) Counseling and medical assistance will be provided, if necessary.
- 12) Legal action will be pursued through arrest and/or referral to another appropriate agency, with University officials working in conjunction with local and/or state authorities for prosecution.

E. Death on Campus (including suicide or attempted suicide)

- 1) Upon discovery of a death on campus, the following procedures are implemented.
 - Notify Campus Security or 911 immediately. Campus Security will then notify the communications director and the vice president for student development. All communications regarding the incident will follow the guidelines set forth in the crisis communications plan.
 - Campus Security will secure the area until police investigations are complete and the body may be removed.
 - The Facilities Office will conduct any necessary restoration of the area.

IV. Evacuation Plans

A. Building Evacuations

- 1) All building evacuations will occur upon notification by Campus Security officers, head residents, or fire alarm.
- 2) When a building evacuation alarm is activated during an emergency, leave by emergency evacuation routes for the area in which you are located. If the exit is blocked, use the nearest marked exit and alert others to do the same.
- 3) Assist the handicapped in exiting the building! Do *not* use elevators in case of fire and/or potential for power loss.
- 4) Once outside, proceed to a clear area that is at least 500 feet away from the effected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your assembly points.
- 5) *Do not return to an evacuated building unless told to do so by a University official.*
- 6) Do not attempt to get into your vehicle to leave campus, thinking you will be safer. This will only cause confusion and disruption for the proper authorities and personnel trying to respond to the scene.

B. Other Campus Area Evacuations

Evacuation of all or part of the campus grounds will be announced by Campus Security, in conjunction with emergency personnel and the Student Life Office.

All persons are to immediately vacate the area in question and move to another part of the campus grounds as directed. Resident assistants (campus life ministers) are responsible for notifying head residents that each building has been vacated. Head residents will then notify the Student Life Office that each building has been vacated.

IMPORTANT NOTE: Stay in the designated area assembly point until permission to return to the building is given.

V. Severe Weather Emergencies

Campus Security will monitor the National Weather Service radio and will initiate notifications when severe weather bulletins are issued for the immediate area for the following:

A tornado/thunderstorm/wind *watch* indicates that atmospheric conditions are conducive for the development of the stated warning. Normal operations will continue. Employees should keep a close eye on changing weather conditions and be prepared to take action if necessary.

A tornado/thunderstorm/wind *warning* indicates that the hazardous condition stated has been spotted or identified on radar. When these conditions immediately threaten the campus, Campus Security will immediately contact the director of communications in order to issue a text message emergency alert to faculty, staff and students. Campus Security will also issue notification through email messages, telephone communications, and/or personal notification to department heads, head residents, and resident assistants (campus life ministers) as needed.

NOTE: Hazardous weather conditions can develop in seconds and will not allow for formal means of communication. In the event an employee feels that weather is immediately threatening, he or she will initiate the following actions:

- 1) Take cover.
- 2) Instruct students, employees and others in the immediate area to find a wall near the interior of the building away from windows and exterior doors. Individuals will curl up in a “ball” or fetal position near the wall, place their hands over their heads, and remain in that position until the severe weather passes.

Do *not* leave the building or initiate a building evacuation during these circumstances. When severe weather strikes, power may be interrupted, causing alarms to sound. If fire is not immediately present and a clear exit is maintained, everyone should remain in place until the severe weather passes.